**Job Description: PR and Communications Assistant**

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| **Responsible to** | Communications Team Leader |
| **Salary** | National Living Wage |
| **Hours per week** | 35 (includes 7 hours ringfenced on-the-job learning) |
| **Annual leave per annum** | 25 days (rising to 30 days after 5 years) pro rata |
| **Main base** | Home-based, with regular time in Big Life offices |
| **Level of DBS check** | Standard |

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| **Main aim of the post** |
| To support the work of Big Life’s Communications Team, contributing to internal and external communications channels and providing administrative support. |

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| **Main duties of the post** |
| 1. To create and schedule online content for social media and our websites |
| 1. To ensure content on the group’s websites is checked to a regular schedule and kept up to date |
| 1. To monitor social media conversation on issues relevant to the group |
| 1. To draft content for marketing materials for services across the group |
| 1. To liaise with service colleagues to ensure marketing materials are signed off and up to date |
| 1. To oversee the group’s design and marketing log, ensuring that it is up to date and that marketing materials are checked regularly for suitability |
| 1. To develop and maintain the group’s communications resource library on the internal Hub |
| 1. To contribute to producing content for the internal Hub |
| 1. To develop and maintain the group’s image library |
| 1. To support group-wide events |

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| **General work-related expectations** |
| 1. To work within The Big Life group’s values ethos and vision |
| 1. To contribute to the development of The Big Life group |
| 1. To work in accordance with all policies and procedures of The Big Life group |
| 1. To commit to personal development, training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |

**Minimum Training required for this post**

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| **Course title** | **Needed for this post** | **Frequency** | **Other notes** |
| Group induction | ü | Once |  |
| Mission and values | ü | Once |  |
| Safeguarding training (adults and children) | ü | Every three years |  |
| Health and safety internal/briefing | ü | Annual |  |
| Information governance | ü | Once | Annual refresh |
| Equality and diversity | ü | Every three years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager

**Person Specification: Communications and Marketing Assistant**

The successful candidate must be able to show that they meet all of the points below.

*Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation*

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| **Area** | **Method of assessment** |
| **1. Experience** | |
| 1. Experience of using social media in a professional or personal capacity | A/I |
| **2. Skills** | |
| 1. Ability to write accurately for different audiences and channels | A/I |
| 1. Ability to communicate confidently with a wide range of people | A/I |
| 1. Ability to use a range of IT packages and software | A/I |
| 1. Ability to organise work and to plan own workload to meet deadlines | A/I |
| **3. Knowledge** | |
| 1. Knowledge of the challenges and barriers our client group faces | A/I |
| 1. Knowledge of social media and digital channels | A/I |
| **4. Personal** | |
| 1. Positive outlook and a ‘can do’ attitude | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties | A/I |
| 1. Commitment to working towards the Big Life group’s ethos and values, including having a non-judgemental approach | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience | A/I |
| **5. Safeguarding** |  |
| 1. Appropriate level of DBS check |  |